



# State of Connecticut EXAM ANNOUNCEMENT

## STATEWIDE PROMOTIONAL EXAMINATION BUILDING SUPERINTENDENT 2

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request [Form CT-HR-26](#) and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See [General Letter 38](#) for more information.

ANNUAL \$55,361  
SALARY: \$70,892

SALARY  
GROUP: TC 20

APPLICATION CLOSING  
DATE: **FEBRUARY 25, 2016**

EXAM  
NO: 160100SPRB

**PURPOSE OF CLASS:** This class is accountable for supervising the remedial and custodial services, minor maintenance, building operations and related services in medium sized State institutions (considering size, numbers supervised, and complexity).

### MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **FEBRUARY 25, 2016** HAS PERMANENT STATE STATUS\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Five years of experience in building management or in the operation or maintenance of buildings. NOTE: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis.

**SPECIAL EXPERIENCE:** Three years of the General Experience must have been in a supervisory capacity in either the maintenance of buildings or the military experience referenced above. NOTE: For State Employees this is interpreted at or above the level of Supervising Custodian.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

**PHYSICAL REQUIREMENT:** 1) Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. 2) A physical examination may be required.

**WORKING CONDITIONS:** Incumbents may be required to lift; may be exposed to some risk of injury from equipment.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of building custodial care, minor maintenance and operations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; oral and written communication skills; ability to inspect and diagnose repair and improvement needs and to recommend and follow through on solutions; ability to handle problems in one or more areas such as security, transportation, or stores; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**  
(Exam questions will cover KSA's listed above.)

**PART**  
**WRITTEN**

**WEIGHT**  
**100%**

**THE EXAMINATION WILL BE HELD ON: APRIL 21, 2016**

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by **FEBRUARY 25, 2016**. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at any state agency.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.